

State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706

Supplementary Examination Announcement

LOTTERY SALES REPRESENTATIVE - 24515

Monthly Salary Range: \$3099 - \$4517

Regular Test-No Option

Option MC – Manual Communications

Option SS-Spanish Speaking

All selected options may be listed on one application.

General duties: A Lottery Sales Representative, under direction, promotes and coordinates the marketing, sales and promotional activities within an assigned geographical area in a region; participates in marketing surveys; maintains good public relations; answers inquiries and provides assistance in matters pertaining to the lottery program and operations; responsible for delivery and pick-up of lottery tickets and promotional materials to sales outlets and agents.

Minimum Training and Experience Required to Obtain Supplemental Questionnaire:

Requires completion of four years of college with courses in marketing, public relations or business administration, plus two years of progressively responsible experience in marketing, sales or a promotional field; or equivalent training and experience.

Tests and weights: Training and experience evaluation based upon Supplemental Application 100%.

Length of eligibility period: One year.

Option MC – Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit this ability will result in disqualification for this option.

Option SS -- Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Cook (SS), St. Clair, Sangamon, Winnebago.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.

Send a completed application (CMS-100) to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, Illinois 62706. The Supplemental Application will be mailed to you.

AN EQUAL OPPORTUNITY EMPLOYER

4-16-99 (RC-062-16) Salary 7-1-06, Counties Updated 7-16-04, Grade Statement Changed 5-17-02